

Ararat Youth Basketball

League Handbook 2006 - 2007



This handbook is the governing document for the league. All league board members, site coordinators, recreation directors, coaches, and referees must implement and abide by this handbook. Parents, guardians, and other interested people are invited to review and comment on this handbook. Contact your local recreation director for a copy.

Ararat Youth Basketball League Handbook

2006-2007 Board of Directors

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THANK YOU

If you are reading this you are probably one of the volunteers who make the Ararat Youth Basketball League possible. This important program would not exist without you. It is time to say thank you for all you have contributed and express appreciation for your on-going commitment to making this program the best it can be. Thank you.

INTRODUCTION

The Ararat Youth Basketball League Handbook is the governing document for the league and affiliated travel teams. It is compiled, revised and distributed by the Ararat Youth Basketball Board. Revisions are based largely upon recommendations by coaches and the board, as well as, on evaluation and careful review of the effectiveness of current procedures. Input from the entire community is welcome and encouraged.

All coaches and volunteers in the program are to read this handbook carefully and abide by the contents, including yearly revisions.

GOALS AND PHILOSOPHY

Goals:

- Create an environment in which children have fun and feel physically and emotionally safe
- Teach basketball, skills, rules and strategies
- Empower participants to do their best
- Model and teach good sportsmanship and healthy competitiveness
- Encourage participation and physical fitness
- Provide a program that meets the needs of recreational and competitive players
- Value maximum individual participation over winning
- Place the needs of the participants before adults
- Provide positive and rewarding volunteer opportunities for teenagers and adults

Player Goals:

- Have fun
- Work toward a goal as an individual and team
- Practice good sportsmanship
- Experience the thrill of sport participation



COMMUNICATION & INCLEMENT WEATHER COMMUNICATION

One of the greatest challenges to the program is “getting the word out”. Communication is key to the success of activities of the Ararat Youth Basketball League. Coaches, board members, and recreation directors are expected to make full and frequent use of communication modes available to them. Team parents can be very helpful in making phone calls.

In the event of inclement weather each town’s designated representative will contact the opponent’s town designated representative to discuss conditions and make a decision. It is possible some teams will play and others will not based on different town conditions and playing times. Town representatives will contact coaches who will contact players. Make-ups may be scheduled at the discretion of the coaches in consultation with the gym schedulers. .

LEAGUE ORGANIZATION

Governing Board The Ararat Youth Basketball League (AYBL) will consist of a league director, treasurer, town recreation directors, as available, and four at-large board members representing each of the four elementary schools in the league (Bowdoin, Bowdoinham, Harpswell Island and West Harpswell).

Voting

All board members will have one vote. The director shall cast an additional vote to break a tie.

Term

All Board Members (except recreation directors) shall serve a one-year term that begins in August and ends in May.

League Finances

The league shall have a treasurer who will maintain the league's checkbook and is required to provide to the board, a financial report upon request. Each town is required to pay to the league a fee set annually by the board. The fee must be paid to the league by December 1st of each year. Invoices will be sent by November 1st.

League Season

The league will operate from November to March. Registration and team organization will be completed by the end of October. Games will start the first Saturday in December and conclude before February school vacation. Travel teams will organize and hold tryouts in October.

TRAVEL TEAMS

As an affiliate of regular recreational season play the AYBL administers participation for 5th and 6th grade travel teams divided by gender. Travel teams are for players who seek a greater time commitment and more competitive play. Tryout for travel teams will be held in early October followed by team placement. Teams will practice and have games as often as three times a week. Although this is a competitive program, player development and fair play is stressed. There is a \$35 fee for travel play.

Unless otherwise stated below all AYBL regulations in this handbook apply to travel teams.

Travel Team Requirements:



- Separate registration is required.
- Travel teams will organize and hold tryouts in October.
- AYBL recreational league participation is a requirement for participation on this affiliated travel team. Players may not have more than two unexcused absences.
- Travel team players have two years of eligibility, typically 5th and 6th grade. Extenuating circumstances may be appealed to the board.
- Practices may be held twice a week and may not exceed 1.5 hours each. If practice is held once a week it may not exceed 2 hours.
- In the event of a conflict between travel and recreation practice the participant will alternate missing practices between the recreation team and the travel team.
- Practices should be evenly distributed among participating towns if gym time/space is available.
- All travel team issues should be brought to the AYBL director.
- All teams must have a first aid kit and bio hazard kit (for blood spills).
- A midseason feedback form is available to distribute to parents and players.

PLAYERS AND TEAMS

1. Teams will be combined grades 3 and 4 and grades 5 and 6, separated by gender.
2. **Equitable playtime for all players is the goal. No player will play less than 33% of a game and, if there are sufficient players, no player will play more than 75%. Players who play 33% of a game should be considered for additional playing time the following game so play is more equitable over the course of the season.**
3. No player will be denied entry into the league unless that denial is based on late registration or extenuating circumstances. The AYBL can deny any player the right to participate after notifying parent/guardian and conducting a hearing.
4. Players must play at grade level. No players may “play up”.
5. Players must play on the team representing his/her school. If a school cannot field a team, players may be combined or moved to balance team numbers. Consideration beyond this must be brought to the board.
6. Players may not participate on more than one team within the AYBL, except on affiliated travel team.
7. All players parent/guardian must complete a medical information form (appendix E) which must be in the possession of a coach at all practices and games.
8. Multiple teams from the same town/school must be divided by talent as equally as possible. Parent/guardian requests for team placement will be considered but not promised.
9. If a team has insufficient players at a game it is recommended that the opposing team rotates some players “on loan”. On loan players playing time is not added to his/her percent of playing time.
10. A player ejected from a game by an official will receive a one (1) game suspension to be served the next game his/her team plays.
11. Any player who is ejected more than once from a game during the course of a season will be removed from the league for the balance of the season. If a player is ejected from the last game of the season the AYBL board has the option to carryover the one game suspension to the following season.
12. All players who are absent from school or suspended from school may not participate in practices or games on that day.

COACHING REQUIREMENTS AND RESPONSIBILITIES

Coaches must know that they have tremendous influence, good or bad, on the players. They should never value winning over good sportsmanship and other ideals of good character. The coach is expected to provide an atmosphere in which all participants are treated in a fair and equitable manner.

The coach should exercise appropriate leadership to ensure that the program has a positive and productive influence on the total recreational experience of the participants and community. The coach should not indulge in conduct, which will incite players or spectators against the other team, officials or spectators.

The coach must be aware of all safety issues and hazards associated with basketball, communicate these concerns to participants, and devote full effort in providing an atmosphere where participants are physically and emotionally safe.

Coach Requirements

- All head coaches must be a minimum of 20 years of age.
- All coaches must fill out an AYBL coaches profile (appendix A) which must be submitted to the appropriate recreation director prior to coaching.
- All coaches are encouraged to become certified by a nationally accepted coaching program (NYSCA - National Youth Sports Coaches Association, ASEP – American Sports Education Program, AYSO – American Youth Soccer Organization, etc.) Topsham periodically offers these classes. Contact local recreation directors for possible reimbursement.
- Coaches are allowed to coach their own child.
- It is recommended that a head coach serve in the capacity of assistant coach prior to becoming a head coach.

Coaching Responsibilities

1. Be a role model at all league activities.
2. Assume responsibility for following the procedures in this handbook.
3. Attend the preseason coaches meeting.
4. Submit a Coach's Profile (appendix A) to the appropriate recreation director for all team coaches.
5. **Carry copies of the medical information forms of players at all times so contact can be made with parent or guardian in the event of an accident or emergency.**
6. Consider holding a parent meeting or distributing a paper about the coaches and expectations to parents/guardians. A sample letter is provided in appendix B.
7. Read and abide by the goals, objectives and rules for the appropriate team grade level (appendix C).
8. Contact players on your team members within 3 days of receiving the roster of names.
9. Communicate dates, times, places and changes to team members as needed.
10. Take responsibility for the pick up of equipment, uniforms, from the designated person at the site designated (at least one week prior to the start of the season).
11. Raise or lower one basket to the appropriate height for the team that follows you.

12. **Set up practices. If practices are held twice a week they may not exceed 1 ½ hours each. If practice is held once a week it may not exceed 2 hours.** (See travel section for travel practice requirements.)
13. Organize age and activity appropriate practices, scrimmages, and games.
14. Only make schedule changes that have been approved by the site coordinator or league director.
15. Notify your opponent and site coordinator in a timely manner if you anticipate having insufficient players for a scheduled contest.
16. Assume responsibility for modeling sportsmanlike conduct and stress the importance of good sportsmanship to the participants.
17. Ensure that all participants are treated fairly and equitably.
18. Take appropriate and immediate action against disrespectful or inappropriate comments, cheers, gestures, harassment of players or officials, and any action that invites or encourages inappropriate behavior.
19. Keep the information on the registration forms private and destroy the forms by shredding or burning them at the end of the season. Failure to do so is in violation of the Freedom of Information Policy for children.
20. Provide for effective supervision during and after practices and contests. Never leave a child waiting to be picked up.
21. Notify the board, within 24 hours of any inappropriate conduct on the part of a participant, spectator, coach or parent.
22. Periodically inspect equipment and facilities etc. for safety, and report problems to the appropriate recreation director within 24 hours.
23. Participate in awards and recognition programs.
24. Take responsibility for the return of equipment, uniforms, etc, to the designated person at the site designated (within 2 weeks of the end of the season).
25. Assist in the preparation and clean up of facilities, before, during and after each use and before and after each season. Participants should have an active and regular role in maintaining spotless facilities. Practice the leave no trace policy.
26. Make sure all participants and spectators are aware that smoking is not allowed and possession of intoxicants and/or illegal substances is prohibited at recreation events and on school and recreational property.
27. Conduct activities in groups. For your protection, avoid being alone with a child.
28. Cancel or suspend a contest if there is no site director, board member or recreation director present and in the coaches view it becomes apparent that the contest cannot continue, due to improper conduct or unsafe conditions. Such cancellation shall be considered an emergency measure when an immediate action is necessary to handle a potentially hazardous or volatile situation.

These coaching responsibilities are not all-inclusive. Coaches are expected to use common practices and common sense. Suggestions for revisions and additions are welcome.

SUGGESTIONS FOR IMBALANCED GAMES

All coaches have experienced the dreaded moment when you are winning by an embarrassing margin or being beat so badly you wish you could disappear. This inevitable imbalance of team skill can be an opportunity to try some new ways to play the game. If the kids were playing pickup basketball with no adults they would find a way to balance the game and so should you as a coach.

In an effort to help coaches we have compiled a list of suggestions for coaches who find themselves in an unbalanced skill game. As you are aware our handbook calls for action by any team winning by more than 20 points. We believe none of the following suggestions take away from the integrity of the game because by limiting one area of the game you are forcing practice in another important aspect.

This list is timely as The University of Maine Sports and Coaching Initiative has released its report, "Sports Done Right: A Call to Action on Behalf of Maine's Student-Athletes". In essence, the report calls for coaches, parents and athletes to put teamwork and sportsmanship ahead of winning and individual achievement.

A winning coach can:

- Make a passing requirement which can be cued by a verbal signal rather than yell out "five passes before you shoot". Passing requirement may require bounce passes only, the ball be touched by all five offensive players before a shot, a minimum number of passes etc.
- Restricting the high scorer(s) to no shots until player X or X, Y and Z score. Some say this is not fair to the high scorer, but passing and positioning is as important at any level and this gives a chance for shooting development in other players
- Make players dribble with the opposite hand
- Designate who the next basket must be scored by, again this can be cued by a verbal signal so as not to embarrass the opponents.
- Shut off the scoreboard at 20 point. Reset the scoreboard at the end of each quarter or half.
- Assign the weakest guard of the winning team to the strongest player of the losing team.
- Play a "smart offense", cue word for no stealing, no shot blocking, no interception, no reaching. Go for the rebound after the shot. This forces practice on good position.
- Have players take turns bringing the ball down.
- Centers and guards exchange places
- If teams are of the approximate same size coaches can play lines like ice hockey with the players grouped by strength.

The trailing coach can:

- Adjust goals away from winning and to personal or team goals which may include such things as scoring for an individual, utilizing good screens or bounce passes or getting a certain number or % or rebounds.
- Admire a specific skill set of the other team and copy or learn from it. It is more productive than dwelling on the score and hating the other team for being good.
- Dwell on the little victories like a well executed give and go or a good screen or rebound.
- Come away from the game with some personal, team highlights or good plays that may or may not have led to a score.
- Take it upon themselves to communicate with the opposing coach during the game rather than wait to the end and grouse.

If you as the coach do not feel comfortable approaching the other coach to ask for adjustments due to the score. You should feel free to talk to the AYBL site director or the referee and let them do the 'negotiating'.



SUGGESTIONS FOR TEAMS WITHOUT ENOUGH PLAYERS

- ④ Borrow players from the other team.
- ④ Consider switching the borrowed players so players don't feel singled out.
- ④ Put the player's names in a hat and draw 2 new teams. Draw again at half time if it seems like a good idea.
- ④ Forget the game and create a hoops contest, dribbling contest, passing speed drill, half court games with 3 on 3 etc.

Please make a list of ideas to add to the two previous lists so we can expand it next year. Send the list to the league director.

Liz Bouve, PO Box 39, Harpswell, ME 04079



LEAGUE DIRECTOR'S RESPONSIBILITIES

1. Convene, set agendas and preside at AYBL board meetings.
2. Administer and oversee the operation of the league and affiliated travel league.
3. Schedule all board meetings, hearings, pre-season coaches meetings, clinics and other events as needed.
4. Communicate the number of teams to the schedule maker by the last Friday in November.
5. Maintain all appropriate files of meetings, history, complaints, hearings etc.
6. Communicate regularly with the board members.
7. Make inclement weather decisions.
8. Monitor the finances.
9. Cancel, suspend a contest, or request a player, coach, parent or spectator to leave, if in their view it becomes apparent that the contest cannot continue, due to improper conduct or unsafe conditions

BOARD OF DIRECTOR'S RESPONSIBILITIES

1. Attend AYBL board meetings.
2. Take responsibility for policy making and administration of the league.
3. Keep the league director fully informed of the status of the program.
4. Consult with the league director to quickly resolve conflicts.
5. Ensure that all coaches receive and abide by this document, the Ararat Youth Basketball League Handbook.
6. Communicate the number of teams to the director by the last Friday in October.
7. Make inclement weather recommendations to the director.
8. Procure and distribute uniforms, equipment and supplies, as needed.
9. Record pre and post season inventory.
10. Cancel, suspend a contest, or request a player, coach, parent or spectator to leave, if in their view it becomes apparent that the contest cannot continue, due to improper conduct or unsafe conditions
11. Make certain AYBL Handbook, game balls, uniforms, scorebooks, etc. are provided to coaches.
12. Meet pre-season, post season and as needed with the league director to:
 - evaluate and revise the league procedures, rules, objectives and goals
 - discuss league issues
 - review the season
 - make appropriate changes
 - revise the handbook
 - organize travel league program

SITE COORDINATORS (SCHOOL REP.) RESPONSIBILITIES

1. Obtain a schedule of available school gym time and submit it to the AYBL director and the appropriate recreation director.
2. Assist with the distribution of flyers and recruitment of players.
3. Communicate the number of teams to the director by the first week in November.
4. Procure coaches for teams and assign players by 2nd Friday in November.
5. Submit rosters to the AYBL director and appropriate recreation director prior to the start of the season.
6. Procure officials and gymnasium supervision for game days.
7. Schedule the facilities for team practices and games etc.
8. Periodically check the facility for safety hazards.
9. Correct the hazard or immediately report it to the appropriate person for correction.
10. Contact the league director in case of inclement weather and as needed notify the coaches, referees and recreation directors. Saturday contests must be cancelled by 7AM. Once notified site coordinators are responsible for contacting their community's coaches.
11. Conduct pre and post season inventory of equipment and uniforms.
12. Communicate equipment, uniform, handbook, first aid kit needs to the appropriate town recreation director.
13. Assist with uniform and equipment distribution.
14. Communicate regularly with coaches.
15. Cancel, suspend a contest, or request a player, coach, parent or spectator to leave, if in their view it becomes apparent that the contest cannot continue, due to improper conduct or unsafe conditions



REFEREE POLICIES

1. Referees must be a minimum of 15 years of age.
2. Referees under age 18 may only serve with an adult referee.
3. Training clinics will be held periodically.
4. Referees must have an understanding of the game, especially when young adults are used.
5. Two referees should be assigned to each game, when possible.
6. Referees, in consultation with the site director, league director, or recreation director, may cancel, suspend a contest, or request a player, coach, parent or spectator to leave, if in their view it becomes apparent that the contest cannot continue, due to improper conduct or unsafe conditions. If no board member is present the referee may make the necessary decision.

PARENT POLICIES

1. All parents are encouraged to attend games and serve as volunteers in the program.
2. All concerns involving the behavior of adults at either game or practices will be handled initially at the school/town level.
3. Board members, site coordinators and coaches are encouraged to remove from the practice, game or facility, any parent or adult who is verbally abusive, combative or is acting in a manner not accepted by AYBL.
4. The Sample Letter (appendix B) outlines participant and parent expectations.

COMPLAINTS

1. Anytime a player or coach is ejected from a game, the representing board member is required to fill out an ejection documentation form (appendix F) and submit it to the league director as soon as possible.
2. All complaints will be initially handled at the town/school level by the appropriate AYBL board member.
3. All parent, guardian, referred, spectator or coaches concerns or complaints shall be documented on the Compliment, Concern, Complaint Form (appendix G) and submitted to the appropriate town board member.
4. All complaints of a serious nature must be brought to the AYBL board immediately for review.
5. Once a complaint has been brought to the AYBL board the coach in question must appear before the board for a hearing.
6. All decisions and incidents of a serious and consequential nature must be brought to the director within 48 hours.
7. A coach being ejected from a game by an official will receive a one (1) game suspension to be served the next game his/her team plays.
8. Any coach who is ejected more than once from a game during the course of a season will be removed from the league for the balance of the season and will not be allowed to return to the AYBL in the future.
9. If a coach is ejected from the last game of the season, the AYBL board has the option to carryover the one (1) game suspension to the following season.
10. Any coach who verbally or physically threatens a referee will be permanently removed from the league.
11. A coach who behaves inappropriately at any AYBL activity will be suspended from coaching for the remainder of the season or indefinitely.
12. All board decisions are subject to appeal and will be heard at the discretion of the league director.
13. All board decisions are final.

EXPECTATIONS FOR SPECTATOR BEHAVIOR

A mission of the Ararat Youth Basketball League is to teach and reinforce values relating to wholesome competition, good sportsmanship and fair play. It is expected that spectators reinforce these values by exhibiting appropriate behavior at events. A condition of participation in recreation events is that all spectators agree to recognize the event as a recreational activity, and that all present have the responsibility to model appropriate behavior. The event is a unique opportunity for spectators to be a part of a positive and productive environment and to model behavior appropriate to a recreational activity for children.



- **APPLAUD** players for their efforts
- **ACCEPT** the decisions of officials
- **APPRECIATE** participants and volunteers coaches for their commitment
- **SUPPORT** staff and volunteers in conducting an orderly and spirited contest
- **MAINTAIN** composure when breaks seem to go against your team
- **RESPECT** the rights of other spectators
- **REWARD** sportsmanlike behavior through cheering
- **FOCUS** attention on positive aspects of competition
- **ENCOURAGE** players by showing enthusiasm and positive recognition
- **DEMONSTRATE** concern for the physical and emotional safety and welfare of all

Remember

The participants are children, not professional athletes. They will make errors in the course of competition, as will game officials and volunteer coaches. However, all participants are trying their best. Negative criticism and booing will not help them to improve and are unacceptable forms of expression. Focus attention on the positive aspects of performance.

SAFETY

PLAYER SAFETY

The coach must be cognizant of safety issues and hazards associated with basketball, communicate these concerns to participants, and provide an atmosphere where participants are physically and emotionally safe.

FACILITY AND EQUIPMENT SAFETY

- Each coach is responsible for periodic inspection of equipment and facilities to insure they are safe.
- Each coach is responsible for reporting safety hazards to the appropriate person within 24 hours.

WATER

- All participants should be advised to bring water to practices and contests. Under no circumstance should water be withheld from participants or salt pills or medication administered. Only water is allowed on the bench.

FIRST AID

- Each coach is responsible for reading the Medical Information Form (appendix E) for important medical information and for keeping the information with them and private.
- Each coach is responsible for knowing basic first aid and safety procedures pertinent to basketball. Coaches without this knowledge should seek assistance in obtaining a basic manual to read or review.
- Coaches are responsible for knowing where first aid kits are located at the school sites.
- Accidents must be reported within 24 hours to the site director and league director.
- Blood spills and blood borne pathogens are a concern. All coaches should know where to find a Bio Hazard Kit at each site to deal with blood spills. Directions contained in the kits must be followed.

COACHING HINTS

1. Be the coach you would have wanted to play for.
2. Believe in your players.
3. Be prepared to teach your players how to learn and how to accept coaching.
4. Model good sportsmanship. It is a habit, most of which is established in practice.
5. Give liberal praise but minimize talking. Kids learn by doing. Comment on a player's actions only when you really have something to say, otherwise they will tune out the constant chatter.
6. Don't give false or constant praise. It will be turned out too.
7. Judge the effectiveness of your practice by how many times each kid touched the ball, or performed a skill and had fun.
8. Inject and encourage fun, humor and laughter.
9. Don't use sarcasm, it does not feel good and undermines your ability to coach. Don't substitute yelling for constructive coaching.
10. Understand that spirit is contagious and success is infectious.
11. Practice fairness. Treat kids equally. Every player should receive equal practice time and be expected to share equally in duties such as picking up equipment, trash etc.
12. Say no without feeling guilty and yes without resenting it. Avoid hemming and hawing.
13. Don't hesitate to say, "I am sorry", "I am wrong" and "I don't know".
14. Never single out an individual player and scold or humiliate them in front of other people. Embarrassment creates contempt and insecurity.
15. Be open to player and parent comments and suggestions. Provide an opportunity and an avenue for them to do this. Consider holding a pre-season parent meeting.
16. Provide a sense of security by being consistent and predictable.
17. Realize learning usually comes by making mistakes
18. Research shows that an increase in volume of the coaches voice results in decreased comprehension on the part of the athlete
19. Remember kids may act tough but they are psychologically still kids, even the big ones.
20. Remember players do not learn skills or strategies during a game situation.
21. Know that a team with spirit and cohesiveness can beat a more skilled team.
22. Know that for older players understanding the purpose of a drill is just as important as the ability to execute the skill.
23. Understand that if you want your players to talk to each other during a game don't ask them to perform drills and practice in silence.
24. Ask for help when you need it.

APPENDIX

- A. Coach's Profile
- B. Sample Parent Letter with Expectations for Spectators (on the back)
- C. Ararat Youth Basketball League, Grade 3-4 Rules
Ararat Youth Basketball League, Grade 5-6 Rules
- D. Concern and Complaint Form for Board Members
- E. Medical Information Form
- F. Ejection Report
- G. Compliment and Concern Form
(Parents, Guardians, Referees, Spectators, Coaches)
- H. Midseason Evaluation Sheet

Appendix A

Return completed form to the appropriate town recreation director prior to the first practice.

Ararat Youth Basketball League Volunteer and Assistant Coach PROFILE

Date: _____

Name: _____ Address: _____

Home Phone: _____ Work Phone: _____

Drivers License #: _____ State: _____ Exp: _____

Auto Insurance Company: _____ Exp. Date: _____

Previous Address (if less than 3 years at current): _____

What program are you volunteering for? _____

Will you have a child or a relative in this program? _____

If yes who? _____ Relationship? _____

What previous experience do you have ? _____

Listed below are the goals and philosophy of the AYBL. Please review them and indicate you willingness and ability to coach within these parameters.

Goals and Philosophy:

- Create an environment in which children have fun and feel physically and emotionally safe
- Teach basketball, skills, rules and strategies
- Empower participants to do their best
- Model and teach good sportsmanship and healthy competitiveness
- Encourage participation and physical fitness
- Provide a program that meets the needs of recreational and competitive players
- Value maximum individual participation over winning
- Place the needs of the participants before adults
- Provide positive and rewarding volunteer opportunities for teenagers and adults

Player Goals:

- Have fun
- Work toward a goal as an individual and team
- Practice good sportsmanship
- Experience the thrill of sport participation

I have read the goals and philosophy and agree to abide by them: Signature _____

How would you describe yourself as a youth sports coach? _____

Please describe your coaching philosophy in regards to this age group _____

What role do you think this league should play in a child's sport development? _____

Additional Information:

Have you ever been convicted of a criminal offense?	Yes	No
If yes, please explain: _____		

Have you ever charged with child neglect or abuse?	Yes	No
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Has your driver's license ever been suspended or revoked (last 10yrs)?	Yes	No
If yes, please explain _____		

PLEASE LIST 3 PERSONAL REFERENCES WHO ARE NOT RELATIVES

Name _____	Address _____	Phone _____
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Name _____	Address _____	Phone _____
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Name _____	Address _____	Phone _____
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Appendix B

The sample letter on the next page and spectator behavior is designed to assist coaches in communicating with parents and guardians.

Please feel free to add to this letter and personalize it.

If you would like it e-mailed to you please e-mail Liz Bouve at:
harpwellrec@gwi.net

Sample Parent Letter with Expectations for Spectator Behavior (on the back)

Next Page

AYBL 2006-07 Season

Dear Parents and Guardians,

The Ararat Youth Basketball League Board of Directors welcomes your participation in this season's recreation basketball program.

We ask that you help us to make the season a fun, safe and enjoyable one for all involved by demonstrating good sportsmanship toward all players, coaches, referees, league organizers and spectators.

Specifically:

- Please make it a priority for players to attend all practices and games. If missing a session is necessary, be sure the coach knows this as soon as possible.
 - Try to praise each player's contribution to the game, whether that contribution is a good shot or a good try.
 - Don't focus on winning or losing. If a player is developing skills, getting exercise and having fun, he or she is experiencing success in the program.
 - Please don't coach from the sidelines. It is confusing for the players, and it's the coach's job. If you have questions or concerns about a coach's actions or strategies, find a time after a game or practice to talk to the coach. Keep in mind that coaches are volunteers who contribute a lot of time over the season to make the league possible.
 - Ararat referees also are volunteers and over the season give up many hours so that the kids can play ball. Please remember that referees do not win or lose ballgames, and please do not express any disagreement you may have with a referee's calls.
 - Lend a hand in setting up the gym before a game or cleaning up after one. Consider volunteering to keep the scorebook or run the time clock during a game.
 - The Ararat league has adopted some league-specific rules that are designed to help young players develop. If you have questions about a league rule, feel free to ask a coach, referee or league organizer about it at a time that is convenient for both.
 - If a player is ejected from a game by an official for any reason, he or she will receive a one game suspension. If a player is ejected from another game, that player will be removed from the league for the rest of the season.
 - The league board has adopted policies and procedures for handling formal complaints. If you wish to file a complaint, contact one of the Ararat board representatives from your town for a form. The form can also be used for compliments and concerns.
- We hope both players and parents enjoy the season.

Sincerely,

coach

P.S. Feedback forms by are available from your coach or recreation director. You are encouraged to give the league and coaches feedback. The earlier in the season the better.

Liz Bouve, AYBL Director, Harpswell

Brooke Cox, AYBL Treasurer, Bowdoinham

Bruce Jones, AYBL Travel Coordinator, Bowdoin

Bob Bremm, Bowdoinham

Jim Dash, Bowdoin

Greg Wright, Harpswell

EXPECTATIONS FOR SPECTATOR BEHAVIOR

A mission of the Ararat Youth Basketball League is to teach and reinforce values relating to wholesome competition, good sportsmanship and fair play. It is expected that spectators reinforce these values by exhibiting appropriate behavior at events. A condition of participation in recreation events is that all spectators agree to recognize the event as a recreational activity, and that all present have the responsibility to model appropriate behavior. The event is a unique opportunity for spectators to be a part of a positive and productive environment and to model behavior appropriate to a recreational activity for children.

- **APPLAUD** players for their efforts
- **ACCEPT** the decisions of officials
- **APPRECIATE** participants and volunteers coaches for their commitment
- **SUPPORT** staff and volunteers in conducting an orderly and spirited contest
- **MAINTAIN** composure when breaks seem to go against your team
- **RESPECT** the rights of other spectators
- **REWARD** sportsmanlike behavior through cheering
- **FOCUS** attention on positive aspects of competition
- **ENCOURAGE** players by showing enthusiasm and positive recognition
- **DEMONSTRATE** concern for the physical and emotional safety and welfare of all



Remember

The participants are children, not professional athletes. They will make errors in the course of competition, as will game officials and volunteer coaches. However, all participants are trying their best. Negative criticism and booing will not help them to improve and are unacceptable forms of expression. Focus attention on the positive aspects of performance.

Ararat Youth Basketball League

Grade 3 – 4 Rules

Overall philosophy: The purpose of this league is to assure that children have fun while learning individual and team skills in the game of basketball.

All players must play a minimum of 33% of the game if the number of players on the team allow for it. Likewise, no player may play more than 75% of the game. Players who play 33% of a game should be considered for additional playing time the following games so play is more equitable over the course of the season.

- **At the start and end of each game, before proceeding on the court, the teams will shake hands with each other and the referees. Shirts must be tucked in.**
- All games will be played on eight (8) foot hoops.
- Games will be four (4) – eight (8) minute running time periods. However, the clock will stop on all dead balls during the last minute of each quarter.
- Substitution will only be allowed half way through each quarter and at the end of each quarter. The time keeper will notify the referee at the 1st play stoppage after the half way point of the quarter.
- The league will utilize a 12-foot foul line (regulation is 15). Each school is responsible for marking the appropriate distance in their own gym.
- The clock will be stopped for all substitutions, injuries or while a player is shooting foul shots.
- Each team is allowed 2 time-outs per half.
- All players must wear a team shirt.
- Only man-to-man defense will be allowed. However, help defense is encouraged. For example, player O1 beats player D1 and drives to the hoop, player D2 is encouraged to leave his/her player to go out and stop O1. Once D1 gets back into the play and is covering O1, D2 must immediately go back to cover his/her player. The double team does not occur until 2 players are playing the same player. However, once the ball has entered the key (foul lane) there will be no double teams called.
- If by double-teaming, an advantage to the defense is created, a penalty (warning) will be called by the official. After 2 warnings, a technical foul will be given to the coach. Technical fouls for double-teaming will not result in coach or player removal from the

game. 2 foul shots will be awarded to the other team as well as possession of the ball when play begins. The coach will choose from the players on the floor the player who is to take the foul shots.

- A technical foul may also be called if a player displays unsportsmanship-like conduct resulting with the player sitting out for a total of 8 minutes of the game. Again, 2 foul shots will be awarded to the other team as well as possession of the ball.
- No “running the score”. A team that, in the opinion of an AYBL official, is determined to be running a score higher than is necessary to win a game (20 points or more), and shows no changes in their approach to help keep the game closer, may be approached by an AYBL official between quarters to discuss alternatives to keep the score closer.
- No full court presses will be permitted.
- The league will utilize the 28.5 (women’s size) ball.
- 3 point field goals will not be allowed.
- Players must report to the scorekeeper’s table before entering to the game, and can only enter at a dead ball.
- Only 5 fouls will be allowed per player. Once a player reaches the 5 foul limit they must be removed from the game. A team may play with as few as 4 players should the rest of their players foul out. Once a team gets down below 4 eligible players they must forfeit the game.
- Half time shall be 5 minutes in length.
- There will be no overtimes during the regular season. All games that end in a tie will remain a tied game.
- The home team must supply the scorebook and scorekeeper.
- The home school must have a first-aid kit available during all games.
- If a team does not have 5 eligible players on the floor 10 minutes after the scheduled start time they must forfeit the game. Coaches may choose to make accommodations to play the game (i.e. borrow a player from the opposing team).
- Water only policy for players.
- Jewelry shall not be worn. Religious and medical-alert medals are not considered jewelry and may be worn taped (religious under the uniform and medical visible).

revised 10/05

Ararat Youth Basketball League

Grade 5-6 Rules

Overall philosophy: The purpose of this league is to assure that children have fun while learning individual and team skills in the game of basketball.

All players must play a minimum of 33% of the game if the number of players on the team allows it. Likewise, no player may play more than 75% of the game. Players who play 33% of a game should be considered for additional playing time the following game so play is more equitable over the course of the season.

- **At the start and end of each game, before proceeding on the court, the teams will shake hands with each other and the referees. Shirts must be tucked in.**
- All games will be played on ten (10) foot hoops.
- Games will be four (4)-eight (8) minute running time periods. However, the clock will stop on all dead balls during the last minute of each quarter..
- The league will utilize a 12 foot foul line (regulation is 15').
- The clock will be stopped for all substitutions, injuries or while a player is shooting foul shots.
- Each team is allowed 2 time-outs per half.
- Only man-to-man defense will be allowed. **No zone defense.** Double teaming will be allowed with the following conditions:
 - 1.) Only after the ball handler has come across the half court line. I.e. No DT on the full court press.
 - 2.) The defenders must be within 6 ft of any player at all times on the defensive end of the court, including during the double teaming.
- After two warnings for DT violations, a technical foul will be given by the official. Technical fouls for double-teaming will not result in coach or player removal from the game. 2 foul shots will be awarded to the other team as well as possession of the ball when play begins. The coach will choose from the players on the floor the player who is to take the fouls shots. If the double team is called on the press, the team receiving the ball may choose to inbound on the side or back line.
- If zone defense is called, 2 warnings will be given followed by a technical foul with foul shots awarded as above.

- A technical foul may also be called if a player displays unsportsmanlike conduct resulting with the player sitting out the remainder of that game and the next. Again, 2 foul shots will be awarded to the other team as well as possession of the ball. Coaches may appeal.
- A player on the floor, kneeling, sitting or lying down who is in possession of the ball and has not already dribbled may pass or dribble out.
- No “running the score”. A team that, in the opinion of an AYBL official, is determined to be running a score higher than is necessary to win a game (20 points or more), and shows no changes in their approach to help keep the game closer, may be approached by an AYBL official between quarters to discuss alternatives to keep the score closer.
- Full court presses will be permitted during the 2nd half of the game only. However, a team with a lead of greater than 10 points will not be allowed to press.
- The league will utilize the 28.5 (women’s size) basketball.
- 3-point field goals will not be allowed.
- Players must report to the scorekeeper’s table before entering the game, and can only enter at a dead ball.
- Only 5 fouls will be allowed per player. Once a player reaches the 5 foul limit they must be removed from the game. A team may play with as few as 4 players should the rest of their players foul out. Once a team gets down below 4 eligible players they must forfeit the game.
- Half-time shall be 5 minutes in length.
- There will be no overtimes during the regular season. All games that end in a tie will remain a tied game.
- The home team must supply the scorebook and a scorekeeper and first aid kit.
- If a team does not have 5 eligible players on the floor 10 minutes after the scheduled start time they must forfeit the game. Coaches may choose to play the game by making accommodations to play (i.e. borrow a player from the team you are currently playing)
- Water only policy for players.
- Jewelry shall not be worn. Religious and medical-alert medals are not considered jewelry and may be worn taped (religious under the uniform and medical visible).

revised 9/06

Appendix D

Return completed form to the appropriate town recreation director or board member.

AYBL Board Member Concern and Complaint Form

Date: _____

Date of contest or practice: _____

Please circle the appropriate response

Town Represented: Bowdoin Bowdoinham HIS West Harpswell

Division: 3/4 Girls 3/4 Boys 5/6 Girls 5/6 Boys

Team: _____

Compliment, Concern, Complaint: _____

What action would you like to see? _____

Why? _____

To be completed by AYBL League Director

What was the finding of AYBL board member(s)?: _____

Action taken by AYBL: _____

Appendix E

This completed form must be with the coach at every practice and contest.

**Ararat Youth Basketball League
Participant Emergency Medical Information**

Date: _____

Name: _____

Address: _____

Home Phone: _____

Mother's/Guardian Name: _____

Work Phone: _____

Cell Phone: _____

Father's/Guardian Name: _____

Work Phone: _____

Cell Phone: _____

Persons to contact in case of an emergency

Name: _____ Phone# 1: _____

Relationship: _____ Phone# 2: _____

Name: _____ Phone# 1: _____

Relationship: _____ Phone# 2: _____

Special medical information (condition, allergies, medications, etc.)

Physician: _____ Phone#: _____

Address: _____

Dentist: _____ Phone#: _____

Address: _____

Preferred Hospital: _____

Medical Insurance Carrier: _____

Policy #: _____

Appendix F

Return completed form to the AYBL director who will report the ejection with all board members.

Ejection Report

Individual Ejected: _____

Date of Ejection: _____

Please circle the appropriate response

Town Represented: Bowdoin Bowdoinham HIS West Harpswell

Division: 3/4 Girls 3/4 Boys 5/6 Girls 5/6 Boys

Team: _____

Was this ejection the first offense? Yes No

What actions precipitated the ejection? _____

Who initiated and carried out the ejection? _____

And what was their roll in the game? Referee Coach AYBL Representative

Name of AYBL member filing report: _____

AYBL board of director's action: _____

Appendix G

To be completed by parent, guardian, referee, spectator, coach, or concerned party.
Return completed form to the appropriate town recreation or board member.

Compliment, Concern and Complaint Form

Date: _____

Date of contest or practice _____

Please circle the appropriate response:

Town Represented: Bowdoin Bowdoinham HIS West Harpswell

Division: 3/4 Girls 3/4 Boys 5/6 Girls 5/6 Boys

Team: _____

Compliment, Concern, Complaint: _____


What action would you like to see? _____

Why? _____

To be completed by AYBL Board Member

What was the finding of AYBL board member(s)?: _____

Action taken by AYBL: _____

 Return to: Your recreation director or committee chair:

Bruce Jones, Bowdoin, Brooke Cox, Bowdoinham, or Liz Bouve, Harpswell

Ararat Youth Basketball League

→ Parent Mid-Season Feedback

Parents: Please complete this questionnaire. Your feedback will help us to improve our programs. You may sign the form or if you wish, you may remain anonymous. We appreciate your assistance!

My child participated in the: boys' league _____ girls' league _____
Grade _____ From the town of _____

1. On a scale of 1-10, 10 being the highest and 1 being the lowest, how would you rate your child's overall experience so far?

1 2 3 4 5 6 7 8 9 10

2. What does your child like most about the league experience?

3. What does your child dislike most about the experience?

5. How would you rate the coaching?

1 2 3 4 5 6 7 8 9 10

6. How would you rate the quality of the practices?

1 2 3 4 5 6 7 8 9 10

7. Does your child have fun? _____ if not, please explain

8. What changes would you recommend?

9. Additional comments:

OVER for Players' Comments



Ararat Youth Basketball League

Player Mid-Season Feedback

1. On a scale of 1-10, 10 being the highest and 1 being the lowest, how would you rate your overall basketball experience?

☹️ 2 3 4 ☹️ 6 7 8 9 ☺️

2. What is your favorite part of playing basketball?

3. What is your least favorite part of playing basketball?

If you were the coach what would you change about practice?

If you were the coach what would you change about games?

How would you rate the coaching?

☹️ 2 3 4 ☹️ 6 7 8 9 ☺️

How would you rate the practices?

☹️ 2 3 4 ☹️ 6 7 8 9 ☺️

Do you have FUN?

If not, why?

Anything else?

Turn Over for Parent Survey